




Statewide Term Contract 615A – Office Supplies

Bid Number	201800164
Contract Name	Office Supplies
Effective Dates	July 1, 2018 through September 30, 2023 – Extended Final Renewal
Awarded Vendor(s), Contacts	 Forms and Supply Inc. - Janet Blanford - (800) 532-0335 Ext. 2358
Contract Covers	<p>Contract covers:</p> <ul style="list-style-type: none">• Office Consumables• Office Equipment• Toner• Envelopes• Remanufactured Toner <p>Note: There are no core charges for toners on this contract. Rebates are not allowed upon return. Complimentary recycle bins are available from Forms and Supply Inc. (item# TBG54077). Forms and Supply Inc. will collect your used cartridges during regular office supply deliveries.</p>
Contract Does Not Cover	<p>Contract does not cover:</p> <ul style="list-style-type: none">• Software• Computers• Multifunctional Print Devices• Scanners• Copiers• Breakroom Supplies• Janitorial Supplies• Furniture (desks, workstations, chairs, tables, bookcases, shelving, etc.)
Mandatory Contract	<p>This is a mandatory Statewide Term Contract for state agencies, departments, institutions, universities, and community colleges - unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.</p> <p>Orders can be placed through E-Procurement or by procurement card, phone, email, or online.</p> <p>Office products not within the scope of this or other Statewide Term Contracts may be purchased from other vendors in accordance with 01 NCAC 05B.1105 and 01 NCAC 05B.0301.</p>
Delivery FOB Destination	Two (2) business days after receipt of a purchase order. The minimum purchase to qualify for free shipping is \$25.00. Orders less than \$25.00 will be charged a \$5.00 shipping fee.

Return Policy	Returns must be made within 30 days of purchase and in the original packaging; calendars and planners are excluded.																										
Restocking Fee	No, if it is returned within 30 days of purchase and in the original packaging and it is not a specialty item. If it is a specialty item, the manufacturer will need to approve the return, and a restocking fee may apply.																										
Past Due Invoices	Any past due invoices over 90 days will be put on credit hold until payment or proof of payment is received by FSI.																										
Taxes	Prices do not include North Carolina sales or use tax.																										
Substitutions	If an item is backordered, Forms and Supply Inc. must notify the buyer and is authorized to offer a substitute item of equal or greater quality. The using agency may accept or decline the offer.																										
Loaded into E-Procurement	Yes. A core list of items (frequently purchased by the state) are highlighted in E-Procurement to help identify and maximize savings.																										
E-Procurement Help Desk	(888) 211-7440																										
How to Use E-Procurement Punch-Out Catalog	Forms and Supply Inc. Free Webinar Training Classes can be accessed by clicking on the link to the left.																										
Contract Manager	Pamela Case (984) 236-0249																										
Contract Addenda	<p>8/31/2018: New products have been added as follows:</p> <table><tr><td>MMF2062TBK</td><td>Posting Tub, Legal File, 15-1/8"x11-3/8"x7", Black</td><td>\$27.15/ea</td></tr><tr><td>PFX23224R</td><td>Classification Folders, 2 Dividers, Letter, Recycled, 10/BX, LGN</td><td>\$35.96/bx</td></tr></table> <p>Discontinued Items no longer available:</p> <table><tr><td>TOP65130</td><td>1-Subject Notebooks, Collg Ruled, 11"x9", 80 Shts, Ast</td></tr><tr><td>BSN32358</td><td>Acrylic Ruler, 1/16" Scaled, Shatterproof, 6"L, Clear</td></tr><tr><td>CCS51544</td><td>Flat Panel Speaker Set, LED, 1Watt, 2/ST, Black</td></tr><tr><td>ELI75223</td><td>Inkjet Cartridge, Lexmark No. 70, 600 Page Yield, Black Ink</td></tr><tr><td>ELI75974</td><td>Reman Toner Cartridge, f/Dell B5460, 25,000 Page Yield, BK</td></tr><tr><td>OIC23006</td><td>Upright Horizontal Sign Holder, 8 1/2"W x 11"H, Clear</td></tr><tr><td>PAP74407</td><td>Mechanical Pencil,Refillable,No-slip Grip,.7mm,Assorted</td></tr><tr><td>SAN1753179</td><td>Porous Point Retractable Permanent Water-Resistant Pen, Blue Ink, Fine</td></tr><tr><td>SPR117B14LB</td><td>Rubber Bands,1/4 lb., Approx. 62/BX,Size 117B, 7"x1/8",NL</td></tr><tr><td>UFS161212DW</td><td>Corrugated Kraft Double Wall Shipping Boxes, 16l x 12w x 12h, 15/BD</td></tr></table>	MMF2062TBK	Posting Tub, Legal File, 15-1/8"x11-3/8"x7", Black	\$27.15/ea	PFX23224R	Classification Folders, 2 Dividers, Letter, Recycled, 10/BX, LGN	\$35.96/bx	TOP65130	1-Subject Notebooks, Collg Ruled, 11"x9", 80 Shts, Ast	BSN32358	Acrylic Ruler, 1/16" Scaled, Shatterproof, 6"L, Clear	CCS51544	Flat Panel Speaker Set, LED, 1Watt, 2/ST, Black	ELI75223	Inkjet Cartridge, Lexmark No. 70, 600 Page Yield, Black Ink	ELI75974	Reman Toner Cartridge, f/Dell B5460, 25,000 Page Yield, BK	OIC23006	Upright Horizontal Sign Holder, 8 1/2"W x 11"H, Clear	PAP74407	Mechanical Pencil,Refillable,No-slip Grip,.7mm,Assorted	SAN1753179	Porous Point Retractable Permanent Water-Resistant Pen, Blue Ink, Fine	SPR117B14LB	Rubber Bands,1/4 lb., Approx. 62/BX,Size 117B, 7"x1/8",NL	UFS161212DW	Corrugated Kraft Double Wall Shipping Boxes, 16l x 12w x 12h, 15/BD
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1/24/2019: Added Past Due Invoices.
7/01/2019: Price update effective July 1, 2019.
4/7/2021: Contract Renewal Year One through June 30, 2022. One Year Remaining.
4/22/2022: Contract Renewal through June 30, 2023. Final Renewal.
3/27/2023: Updated synopsis with Contract Manager [Pam Case](#).
6/26/2023: Extended contract through September 30, 2023 pending development of new solicitation.